

1 BILL NO. S-88-10-20

2 SPECIAL ORDINANCE NO. S-169-88

3 AN ORDINANCE approving the awarding of
4 Reference #853 by the City of Fort
5 Wayne, Indiana, by and through its
6 Department of Purchasing and Westvaco
7 for Office Services.

8 NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF
9 THE CITY OF FORT WAYNE, INDIANA;

10 SECTION 1. That Reference #853 between the City of
11 Fort Wayne, by and through its Department of Purchasing and
12 Westvaco for Office Services respectfully for:

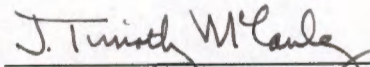
13 the purchase of envelopes - 1000/M
14 carrier and 1000/M return envelopes -
15 (inserting City Utilities water bills
16 for mailing to customers with return
17 envelopes provided for customers usage
18 in returning payments) for Office
19 Services;

20 involving a total cost of Eighteen Thousand Four Hundred
21 Fifty and no/100 Dollars (\$18,450.00), all as more
22 particularly set forth in said Reference #853 which is on
23 file in the Office of the Department of Purchasing, and is
24 by reference incorporated herein, made a part hereof, and is
25 hereby in all things ratified, confirmed and approved.

26 SECTION 2. That this Ordinance shall be in full force
27 and effect from and after its passage and any and all
28 necessary approval by the Mayor.

29 
30 Councilmember

31 APPROVED AS TO FORM
32 AND LEGALITY

33 
34 J. Timothy McCauley, City Attorney

BID REFERENCE NO. 853
ENVELOPES
OFFICE SERVICES

DESCRIPTION	QTY	UNIT	DOUBLE ENVELOPE	ANTHONY WAYNE	WESTVACO
CARRIER ENVELOPE	1000	M	\$12.45 \$12,450.00	\$18.86 \$18,860.00	\$10.60 \$10,600.00
RETURN ENVELOPE	1000	M	\$8.55 \$8,550.00	\$14.87 \$14,870.00	\$7.85 \$7,850.00

INVITATION TO BID
DEPARTMENT OF PURCHASING
CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA
ONE MAIN STREET-ROOM 350
PHONE 219-427-1101

BID OPENING DATE OCTOBER 13, 1988 @ 11:00 AM BID REFERENCE # 853

BIDS SHOULD BE DELIVERED TO DEPARTMENT OF PURCHASING, ROOM 350,
CITY-COUNTY BUILDING UP TO 11:00 AM, ON OR BEFORE
OPENING DATE.

SEALED BIDS WILL BE OPENED PUBLICLY AT 11:01 AM IN THE
BOARD OF WORKS AND SAFETY CONFERENCE ROOM ON THE THIRD FLOOR OF
THE CITY-COUNTY BUILDING. "NO LATE BIDS WILL BE ACCEPTED AFTER
11:00 AM FOR ANY REASON WHATSOEVER."

THIS INVITATION FOR BID IS FOR THE CITY OF FORT WAYNE WATER UTILITY
BILLING ENVELOPE ANNUAL REQUIREMENT
AND REQUESTED BY OFFICE SERVICES DEPARTMENT

PLEASE RETURN THIS FORM AND/OR ANY OF THE OTHER FORMS AS REQUEST-
ED AND HI-LIGHTED ON THE SHEET OF CONTENTS WITH YOUR SEALED BID.

THIS BID REQUIRES A X 5% BID BOND OF ALL BIDDERS.
THIS BID REQUIRES A X 100% PERFORMANCE BOND OF SUCCESSFUL
BIDDER(S).

PROMPT PAYMENT DISCOUNTS WILL BE ALLOWED AS FOLLOWS: 1 %
IF PAID WITHIN 30 DAYS.

THE CITY OF FORT WAYNE IS EXEMPT FROM FEDERAL EXCISE AND INDIANA
STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFI-
CATE NUMBER IS 356-001-255 0013, PRICES SHOULD NOT INCLUDE THESE
TAXES.

THE EXECUTION HEREOF BY THE BIDDER IS ACCEPTANCE OF ALL TERMS
AND CONDITIONS HEREIN AND IN THAT REGARD THE BIDDER AGREES TO BE
BOUND BY SAME AND BE BOUND TO THE AMOUNT OF HIS/HER BID FOR A
PERIOD OF NINETY (90) DAYS.

FIRM NAME Westvaco Corporation
STREET ADDRESS 6302 Churchman By-Pass
CITY Indianapolis, IN 46203
BY A. P. Henshaw PHONE (317) 787-3
REPRESENTATIVE SIGNATURE

SCHEDULE

The contractor agrees to furnish at his/her/its own cost all labor, insurance, materials, equipment, and power for the complete performance of the projects.

All work will be performed in accordance with: the IFB, this contract and the applicable plans, specifications, and drawings for a TOTAL PRICE \$_____.
(if unit prices are applicable, the contractor agrees to perform for those unit prices as set forth in the Schedule of Unit Prices attached hereto.) The supplies shall be delivered as follows:

☐ Liquidated Damages Provision This clause will be applicable to this contract if the box contains a checkmark or an "X", or if required in specifications.

LIQUIDATED DAMAGES IN TIME OF PERFORMANCE

Actual damages for delays in completion are impossible to determine. Accordingly and as part of the consideration to enter into this transaction, the contractor agrees to be liable for also to pay to the City of Fort Wayne the sum of \$_____ a day as liquidated damages for each calendar day of delay past the stipulated date of completion as shown on the Request for Quotation, Contract or Purchase Order; Whichever may apply. This payment shall not limit the City's right to collect other damages.

Any claim for an extension of the date of completion shall be based on a written notice/request delivered to the owner within 5 days of the occurrence of the event giving rise to the claim.

Time of completion may only be altered by written approval from the owner.

It is hereby agreed by and between the City of Fort Wayne and contractor that time is of essence of this agreement and the contractor agrees that it will complete the project as herein that it is a business and governmental necessity that the project be completed by this date. The parties agree that in the event the project is not completed by this date that it will be difficult or impossible to make an accurate

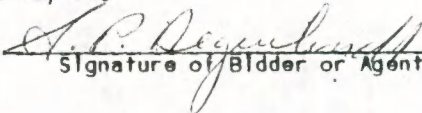
BID, OFFER OR PROPOSAL FOR SALE OR LEASE OF MATERIALS

(Defined at I.C. 36-1-2-9.5)
(Please type or print)

- Date: October 5, 1988
1. Governmental Unit: City Of Fort Wayne
2. County: Allen County
3. Bidder (Firm): Westvaco Envelope Division
Address: 6302 Churchman By-Pass
City/State: Indianapolis, IN 46203
4. Telephone Number: (317) 787 - 3361
5. Agent of Bidder (If applicable): Stephen P. Degenhardt

Pursuant to notices given, the undersigned offers bid(s) to City Of Fort Wayne (Governmental Unit) in accordance with the following attachment(s) which specify the class or item number or description, quantity, unit, unit price and total amount.

The contract will be awarded by classes or items, in accordance with specifications. Any changes or alterations in the items specified will render such bid void as to that class or item. Bidder promises that he has not offered nor received a less price than the price stated in his bid for the materials included in said bid. Bidder further agrees that he will not withdraw his bid from the office in which it is filed. A certified check or bond shall be filed with each bid if required, and liability for breach shall be enforceable upon the contract, the bond or certified check or both as the case may be.


Signature of Bidder or Agent

BID OFFER OR PROPOSAL

Attach separate sheet listing each item bid based on specifications published by governing body. Following is an example of the bid format:

Class or Item	Quantity	Unit	Description	Unit Price	Amount

BID QUANTITIES AND SPECIFICATIONS

- I. Carrier Window Envelope, Sub. 24 white wove,
#7 3/4 size Open Side.

- A. ENVELOPE WIDTH: 7 1/2 INCHES
- B. ENVELOPE HEIGHT: 3 7/8 INCHES
- C. ENVELOPE FLAP HEIGHT: MAXIMUM 2 5/8 INCHES
MINIMUM 2 1/8 INCHES
- D. ENVELOPE THROAT:
Minimum throat depth (Measured 1 9/16 inches out
from center of envelope) is 1/2" minimum 3/4"
maximum. See attachment A.
- E. WINDOW SPECIFICATIONS: poly clear window placed 1"
left and a minimum of 1" right of envelope edge and
5/8" up from bottom of envelope. Top of rectangle
not to exceed 2 1/4" from bottom edge. [Bar code
read area must be 4 1/2" from right edge and 5/8"
from bottom edge]. Seams should be properly
glued to prevent the back panel from peeling down
as the envelope is being opened by the inserter.
Window must be welded. See attachment B.

Envelope should have return address printed as:

CITY UTILITIES
P O BOX 2269
FORT WAYNE IN 46801-2269

Quantity = 1,000,000

\$ 10,600.00

- II. Return envelope, Sub 24 white wove,
#6 3/4 (3 5/8" X 6 1/2") printed black on face of
envelope completely within OCR read area. Print quality
must be Optical Character Reader - readable and
-- guidelines of United States Postal Services Publication
25 must be followed. Postal Regulations Publication 25
[page 18] attached. 10 OR 12 POINT TYPE FONT REQUIRED.
CHARACTERS MUST NOT BE TOUCHING. News Gothic type style
suggested.

Address printed within address area:

CITY UTILITIES
P O BOX 2269
FORT WAYNE IN 46801-2269

with code and fin mark. See attachment C.

Quantity = 1,000,000

\$ 7850.00---

The above quantities will be shipped and billed to the City
in quarterly amounts. However, the total quantity listed
above shall be ordered by the City, and delivered within one
(1) year from the date of the first shipment.

Freight shall be included in the prices listed above. Inside
delivery to basement warehouse must also be included in
freight.

The successful Vendor certifies that the envelopes being bid
will work with the inserting and mailing equipment presently
being used in the Office Services Department of the City.
Specifications C and D are mandatory! Current equipment used
by the City Mail Room is a Friden Alcatel System 500 Folder
Insertier.

Any questions concerning the type of equipment used shall be
directed to Dee Densel, Director of Administrative Services,
[219] 427-1298.

The successful vendor must be able to furnish a supply of
such envelopes for testing purposes on our equipment should
such a request be made.

USEnvelope Division

QUOTATION

DATE	REF. YOUR INQUIRY	PAYMENT TERMS	SALESPERSON
10/05/88		1½-10-NET 30	Benner

City Of Fort Wayne
Dept. Of Purchasing
City Of Fort Wayne,
Allen County Indiana
One Main St. Rm. 350

- ☐ NORTH CHICAGO PLANT, P.O. BOX 363, NORTH CHICAGO, IL 60064
Area Code 312-473-3232
- ☒ INDIANAPOLIS PLANT, P.O. BOX 1166, INDIANAPOLIS, IN 46206
Area Code 317-787-3361
- ☐ ST. LOUIS PLANT, 1887 CRAIG ROAD, ST. LOUIS, MO 63141
Area Code 314-576-6445
- ☐ BRECKSVILLE PLANT, 10310 BRECKSVILLE RD., BRECKSVILLE, OH 44141
Area Code 216-526-4980
- ☐ PITTSBURGH OFFICE, 2440 BROWNSVILLE RD., PITTSBURGH, PA 15210
Area Code 412-531-7200
- ☐ DALLAS PLANT, P.O. DRAWER 20638, DALLAS, TX 75220
Area Code 214-352-9791
- ☐ HOUSTON PLANT, P.O. BOX 2423, HOUSTON, TX 77001
Area Code 713-777-9176
- ☐ BROOMFIELD PLANT, P.O. BOX 328, BROOMFIELD, CO 80020
Area Code 303-466-1721
- ☐ DETROIT PLANT, 11879 BROOKFIELD, LIVONIA, MI 48150
Area Code 313-425-8210

Specifications	Quantity	Price Per M
7-3/4 (3-7/8 x 7½) 2-5/32 printed, folded flap. Poly Klear Outlook 1-1/8 x 4½, 1 left and 5/8 bottom. Substance 24 White Wove paper. Packed ½ per box, 2½ per carton. Printed black letterpress.	1000M	10.60/M
6-3/4 (3-5/8 x 6½) 1-31/32 pointed, folded flap. Printed black letterpress. Packed ½M per box, 5M per carton. Substance 24 White Wove paper.	1000M	7.85/M

DELIVERY: Per Schedule.

FREIGHT TERMS: F.O.B., Ft. Wayne, IN

FIRM PRICES: Prices are firm for thirty days after quotation date. Orders received after thirty days are subject to escalation based on increases in paper, labor, freight and other materials.

ARTWORK: For printed orders, prices are based on customer supplying color separated, camera ready artwork. If artwork is not supplied, charges will be made for preparation of cuts, art and typesetting.

QUANTITY VARIATION: Since exact quantities cannot be maintained, the following quantity variation(s) constitute(s) acceptable delivery of making orders:

ORDER QUANTITY - Under 25M - Plus or Minus - 20%
ORDER QUANTITY - 25M & Over - Plus or Minus - 10%

We appreciate your inquiry and look forward to serving you.

By Stephen P. Degenhardt
Stephen P. Degenhardt
Title Plant Manager

E. Complete (1.) and (2.) below if participation goals of 7% MBE and 2% WBE have not been met.

1. My Company cannot meet the participation goals for the following reasons: _____

NO WBE, MBE SUPPLIERS
AVAILABLE THAT MEET OUR
PRODUCTION SPEC. REQUIREMENTS

2. We have taken the following steps in an attempt to comply with these participation goals: _____

SPEC DATA AVAILABLE TO ALL
SUPPLIERS, OPEN INVITATIONS
TO ALL QUALIFIED SUPPLIERS

(Attach additional sheets as necessary.)

Contractor: WESTVACO ENVELOPE DIV. Contractor: _____

By: STEVEN G. WAPEN *Stephen G. Wapen*

Its: (EEO COORDINATOR) Its: _____

MCR, EMPLOYEE REL.

THE FOLLOWING IS THE UNDERSIGNED'S COMMITMENT TO THE MBE/WBE GOALS OF THE CITY FOR WORK DONE PURSUANT TO THIS CONTRACT:

- A. _____ The undersigned firm certifies that it is an ~~MBE/WBE~~ Contractor (cross out inapplicable provision).

For MBE specify percentage of minority ownership _____%

For WBE specify percentage of women ownership _____%.

- B. _____ The undersigned certifies that they are a joint venture in which the following ~~(MBE/WBE)~~ firm _____ (cross out inapplicable provision) is a joint venture partner.

The ~~MBE/WBE~~ firm (cross out inapplicable provision), shall have _____% participation (employees) _____% participation (costs) in this project.

Specify the percentage of minority/women ownership in the ~~MBE/WBE~~ firm ____%. (Cross out inapplicable provision.)

- C. _____ The undersigned commits _____% of the total bid price a subcontract to minority business enterprise participation. The MBE firms, which are proposed as subcontractors, are the following:

	NAME OF FIRM	ADDRESS	TYPE OF WORK
1.	NO MBE	STOCK	SUPPLIERS
2.	AVAILABLE		
3.			

- D. _____ The undersigned commits _____% of the total bid price a subcontract to women business enterprise participation. The WBE firms, which are proposed as subcontractors are the following:

	NAME OF FIRM	ADDRESS	TYPE OF WORK
1.	NO WBE	STOCK	SUPPLIERS
2.	AVAILABLE		
3.			

STATISTICAL INFORMATION FOR

AFFIRMATIVE ACTION/CONTRACT COMPLIANCE

STEVEN G. WAPEN

Name of Contractor or Supplier

6302 CHURCHMAN BYPASS
BEECH GROVE, IN. 46107

(Information Given By)

SEE ATTACHED
REC-1 FORM

STEVEN G. WAPEN 10/10/88

(Person Fill in Out This Form And Date)

Address And Telephone Number

C CATEGORY	EMPLOYEES BY RACE/ETHNICITY/SEX						HANDICAPPED EMPLOYEES						TOTAL EMPLOYEES
	W	M	BLK	II	Other	(Designate)	W	M	BLK	II	Other	(Designate)	
FISCAL & ADMINISTRATORS													
PROFESSIONALS													
TECHNICIANS													
OPERATIVE													
LABORER													
OFFICE AND CLERICAL													
SKILLED CRAFT WORKERS													
SERVICE-MAINTENANCE WORKERS													
SALES WORKERS													
TOTALS													
PERCENTAGES													

CITY OF FORT WAYNE AFFIRMATIVE ACTION PROGRAM

WESTVACO ENVELOPE DIVISION

Name of Company WESTVACO ENVELOPE DIVISION
 Address 6302 CHURCHMAN BYPASS City BEECH GROVE, IN.
 Zip 46107 Phone (317) 787-3361

Identify by title and name the highest official within the facility who has the overall responsibility for the implementation of the Equal Employment Opportunity and Affirmative Action Program.

STEVE DEGENHARDT

PLANT MANAGER

PLEASE PRINT

Date 10/10/88 Signature S. P. Degenhardt
by Steven S. Wapen

1. Does your firm have a written Affirmative Action Program? ☒ Yes ☐ No
- A. If so, and it contains answers to the questions asked in this program, attach a copy and sign the Written Statement of Company Policy.
- B. If not, do you accept the following program in meeting the requirements of the City of Fort Wayne? ☐ Yes ☐ No

PLEASE KEEP IN MIND THAT FAILURE TO COMPLETE ALL SECTIONS OF THIS DOCUMENT WILL RESULT IN YOUR PROGRAM BEING REJECTED.

2. Will your firm make every effort to increase employment of minorities at all levels of its workforce with particular emphasis to categories where few, if any, minority people are employed? ☒ Yes ☐ No
3. Current number of employees _____
 Number of employees as of October 1987 188 January 1988 182 April 1988 193
 and July 1988 208

4. Workforce Analysis: SEE ATTACHED EEO-1

JOB CLASSIFICATION	WAGE RATE OR SALARY RANGE	TOTAL
OFFICIALS + MGRS	25K - 65K	23
PROFESSIONALS	20K - 30K	2
TECHNICIANS	20K - 30K	4
SALES WORKERS	18K - 50K	6
OFFICE + CLERICAL	13K - 23K	8
CRAFT	7.27 - 10.37	77
OPERATIVES	5.46 - 7.59	62
		182

EMPLOYEES BY RACE/ETHNICITY/SEX									
W		BLK		H		OTHER		(DESIGNATE)	
M	F	M	F	M	F	M	F		

Handicapped: ☐ Yes ☒ No

List Number 182

B - Black (not of Hispanic Origin) H - Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin) AI, AN - American Indian or Alaskan

Employment at this establishment—Report all permanent full-time or part-time employees including apprentices and on-the-job trainees unless specifically excluded as set forth in the instructions. Enter the appropriate figures on all lines and in all columns. Blank spaces will be considered as zeros.

JOB CATEGORIES		NUMBER OF EMPLOYEES										
		OVERALL TOTALS (SUM OF COL. B THRU K)	MALE					FEMALE				
			WHITE (NOT OF HISPANIC ORIGIN)	BLACK (NOT OF HISPANIC ORIGIN)	HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	WHITE (NOT OF HISPANIC ORIGIN)	BLACK (NOT OF HISPANIC ORIGIN)	HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
		A	B	C	D	E	F	G	H	I	J	K
Officials and Managers	1	23	21	0	0	0	0	2	0	0	0	0
Professionals	2	2	2	0	0	0	0	0	0	0	0	0
Technicians	3	4	2	0	0	0	0	2	0	0	0	0
Sales Workers	4	6	3	0	0	0	0	3	0	0	0	0
Office and Clerical	5	8	0	0	0	0	0	8	0	0	0	0
Craft Workers (Skilled)	6	77	66	1	0	1	0	8	1	0	0	0
Operatives (Semi-Skilled)	7	62	15	1	0	0	0	37	7	1	1	0
Laborers (Unskilled)	8	0	0	0	0	0	0	0	0	0	0	0
Service Workers	9	0	0	0	0	0	0	0	0	0	0	0
TOTAL	10	182	109	2	0	1	0	60	8	1	1	0
Total employment reported in previous EEO-1 report	11	188	113	2	1	0	0	62	9	0	1	0
(The trainees below should also be included in the figures for the appropriate occupational categories above)												
Formal On-the-job trainees	White collar	12	0									
	Production	13	0									

NOTE: Omit questions 1 and 2 on the Consolidated Report.

1. Date(s) of payroll period used:

1/31/88

2. Does this establishment employ apprentices?

1 ☐ Yes 2 ☐ No

Section E—ESTABLISHMENT INFORMATION (Omit on the Consolidated Report)

1. Is the location of the establishment the same as that reported last year?

1 ☐ Yes 2 ☐ No 3 ☐ No report last year

2. Is the major business activity at this establishment the same as that reported last year?

1 ☐ Yes 2 ☐ No 3 ☐ No report last year

OFFICE
USE
ONLY

3. What is the major activity of this establishment? (Be specific, i.e., manufacturing steel castings, retail grocer, wholesale plumbing supplies, title insurance, etc. Include the specific type of product or type of service provided, as well as the principal business or industrial activity.)


SIC=MISC. CONVERTED PAPER PRODUCTS

Section F—REMARKS

Use this item to give any identification data appearing on last report which differs from that given above, explain major changes in composition or reporting units and other pertinent information.

Section G—CERTIFICATION (See Instructions G)

Check one 1 ☐ All reports are accurate and were prepared in accordance with the instructions (check on consolidated only)
2 ☐ This report is accurate and was prepared in accordance with the instructions.

Name of Certifying Official	Title	Signature	Date
Stephen P. Degenhardt	Plant Mgr.		08/31/88
Name of person to contact regarding this report (Type or print)	Address (Number and street)	City and State	ZIP code
Stephen P. Degenhardt	6302 Churchman Bypass	Indianapolis, IN	46203
		Telephone Area Code	Number
		317	787-3361
			Extension
			200

All reports and information obtained from individual reports will be kept confidential as required by Section 709(e) of Title VII

WILLFULLY FALSE STATEMENTS ON THIS REPORT ARE PUNISHABLE BY LAW, U.S. CODE, TITLE 18, SECTION 1001.

CERTIFICATION OF BIDDER/VENDOR

The undersigned, on behalf of Westvaco Envelope Division
_____, does hereby make the following representations
to the City of Fort Wayne, Indiana.

WHEREAS, it is acknowledged that the Common Council
of the City of Fort Wayne, Indiana, has passed an ordinance con-
demning the apartheid policies of the country of South Africa;

WHEREAS, Council's ordinance requires that all persons,
firms or corporations submitting bids to the City, for goods and
services, certify, as part of the bid, that such entity does not
support the policies of apartheid in South Africa.

The undersigned states, on behalf of Westvaco
Envelope Division, that Westvaco Envelope Division
does not support or endorse the policy of apartheid in South Africa.

IN WITNESS WHEREOF, this Certification has been signed
this 5 day of October, 1988.

Westvaco
(Name of Bidder/Vendor)

H. P. Deenhardt Plant Manager
(Name and Title of Person Signing)

CERTIFICATION OF NON-SEGREGATED FACILITIES

Each Bidder is required to file a fully executed Certificate of Non-Segregated Facilities once a year.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The Bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid. As used in this certification, the term "segregated facilities" means any waiting room, work area, restrooms and washrooms, restaurant or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where the Bidder has obtained identical certification from proposed subcontractors for specific time periods) he will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause and that he will retain such certifications in his files.

NOTE: THE PENALTY FOR MAKING FALSE STATEMENTS IN OFFERS IS PRESCRIBED IN 18 U.S.C. 1001.

Date: 10/10, 19 88

WESTVACO ENVELOPE DIVISION

Name of Bidder

By: STEVEN G. WAPEN

Title: MANAGER, EMPLOYEE RELATIONS

Official Address: (including zip code)

2001 ROOSEVELT AVENUE
SPRINGFIELD, MA . 01101

DIVISION
OFFICE

~~XXXXX~~ 12. Performance Bond. The successful bidder, at the time of signing the contract will be required, at his own expense, to furnish a bond guaranteeing faithful execution of the contract, in full amount of the contract price, executed by the bidder and a surety company admitted to do business in Indiana, on the bond form provided or approved by the City. The Performance Bond shall contain the following clause: "The said Surety, for value received, hereby stipulates and agrees, that no change, extension of the time, alteration or addition to the terms of the contract or to the work to be performed thereunder, or the specifications accompanying the same, shall in any way affect its obligation on this bond, and it does hereby waive notice of any change, extension of time, alteration or addition to the terms of the contract, or to the work or specification.

~~XXXXX~~ 13. Councilmanic Approval and Ratification of Contract. This agreement, although executed on behalf of the City by the Mayor and the Purchasing Agent shall not be binding upon the City unless and until the contract has been ratified and approved by the Common Council of the City of Fort Wayne, Indiana. If the Common Council fails to approve the contract within ninety days after the date of bid opening, then the contractor shall not be bound to the contract unless he/she/it elects to be so bound.

INVITATION TO BID
DEPARTMENT OF PURCHASING
CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA
ONE MAIN STREET-ROOM 350
PHONE 219-427-1101

BID OPENING DATE OCTOBER 13, 1988 @ 11:00 AM BID REFERENCE # 853

BIDS SHOULD BE DELIVERED TO DEPARTMENT OF PURCHASING, ROOM 350,
CITY-COUNTY BUILDING UP TO 11:00 AM, ON OR BEFORE
OPENING DATE.

SEALED BIDS WILL BE OPENED PUBLICLY AT 11:01 AM IN THE
BOARD OF WORKS AND SAFETY CONFERENCE ROOM ON THE THIRD FLOOR OF
THE CITY-COUNTY BUILDING. "NO LATE BIDS WILL BE ACCEPTED AFTER
11:00 AM FOR ANY REASON WHATSOEVER."

THIS INVITATION FOR BID IS FOR THE CITY OF FORT WAYNE WATER UTILITY
BILLING ENVELOPE ANNUAL REQUIREMENT
AND REQUESTED BY OFFICE SERVICES DEPARTMENT

PLEASE RETURN THIS FORM AND/OR ANY OF THE OTHER FORMS AS REQUEST-
ED AND HI-LIGHTED ON THE SHEET OF CONTENTS WITH YOUR SEALED BID.

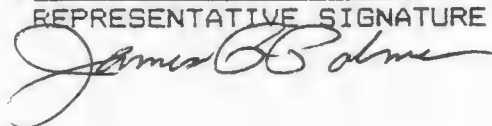
THIS BID REQUIRES A X 5% BID BOND OF ALL BIDDERS.
THIS BID REQUIRES A X 100% PERFORMANCE BOND OF SUCCESSFUL
BIDDER(S).

PROMPT PAYMENT DISCOUNTS WILL BE ALLOWED AS FOLLOWS: _____ %
IF PAID WITHIN _____ DAYS.

THE CITY OF FORT WAYNE IS EXEMPT FROM FEDERAL EXCISE AND INDIANA
STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFI-
CATE NUMBER IS 356-001-255 0013, PRICES SHOULD NOT INCLUDE THESE
TAXES.

THE EXECUTION HEREOF BY THE BIDDER IS ACCEPTANCE OF ALL TERMS
AND CONDITIONS HEREIN AND IN THAT REGARD THE BIDDER AGREES TO BE
BOUND BY SAME AND BE BOUND TO THE AMOUNT OF HIS/HER BID FOR A
PERIOD OF NINETY (90) DAYS.

FIRM NAME Anthony Wayne Services
STREET ADDRESS 2826 South Calhoun Street
CITY Fort Wayne, IN 46807
BY Jim Palmer PHONE 744-6145
REPRESENTATIVE SIGNATURE



~~XXXXX~~ 12. Performance Bond. The successful bidder, at the time of signing the contract will be required, at his own expense, to furnish a bond guaranteeing faithful execution of the contract, in full amount of the contract price, executed by the bidder and a surety company admitted to do business in Indiana, on the bond form provided or approved by the City. The Performance Bond shall contain the following clause: "The said Surety, for value received, hereby stipulates and agrees, that no change, extension of the time, alteration or addition to the terms of the contract or to the work to be performed thereunder, or the specifications accompanying the same, shall in any way affect its obligation on this bond, and it does hereby waive notice of any change, extension of time, alteration or addition to the terms of the contract, or to the work or specification.

~~XXXXX~~ 13. Councilmanic Approval and Ratification of Contract. This agreement, although executed on behalf of the City by the Mayor and the Purchasing Agent shall not be binding upon the City unless and until the contract has been ratified and approved by the Common Council of the City of Fort Wayne, Indiana. If the Common Council fails to approve the contract within ninety days after the date of bid opening, then the contractor shall not be bound to the contract unless he/she/it elects to be so bound.

SCHEDULE

The contractor agrees to furnish at his/her/its own cost all labor, insurance, materials, equipment, and power for the complete performance of the projects.

All work will be performed in accordance with: the IFB, this contract and the applicable plans, specifications, and drawings for a TOTAL PRICE \$ 33730.00. (if unit prices are applicable, the contractor agrees to perform for those unit prices as set forth in the Schedule of Unit Prices attached hereto.) The supplies shall be delivered as follows:

☐ Liquidated Damages Provision This clause will be applicable to this contract if the box contains a checkmark or an "X", or if required in specifications.

LIQUIDATED DAMAGES IN TIME OF PERFORMANCE

Actual damages for delays in completion are impossible to determine. Accordingly and as part of the consideration to enter into this transaction, the contractor agrees to be liable for also to pay to the City of Fort Wayne the sum of \$ _____ a day as liquidated damages for each calendar day of delay past the stipulated date of completion as shown on the Request for Quotation, Contract or Purchase Order; Whichever may apply. This payment shall not limit the City's right to collect other damages.

Any claim for an extension of the date of completion shall be based on a written notice/request delivered to the owner within 5 days of the occurrence of the event giving rise to the claim.

Time of completion may only be altered by written approval from the owner.

It is hereby agreed by and between the City of Fort Wayne and contractor that time is of essence of this agreement and the contractor agrees that it will complete the project as herein that it is a business and governmental necessity that the project be completed by this date. The parties agree that in the event the project is not completed by this date that it will be difficult or impossible to make an accurate

BID QUANTITIES AND SPECIFICATIONS

- I. Carrier Window Envelope, Sub. 24 white wove,
#7 3/4 size Open Side.

A. ENVELOPE WIDTH: 7 1/2 INCHES

B. ENVELOPE HEIGHT: 3 7/8 INCHES

C. ENVELOPE FLAP HEIGHT: MAXIMUM 2 5/8 INCHES
MINIMUM 2 1/8 INCHES

D. ENVELOPE THROAT:
Minimum throat depth (Measured 1 9/16 inches out
from center of envelope) is 1/2" minimum 3/4"
maximum. See attachment A.

E. WINDOW SPECIFICATIONS: poly clear window placed 1"
left and a minimum of 1" right of envelope edge and
5/8" up from bottom of envelope. Top of rectangle
not to exceed 2 1/4" from bottom edge. (Bar code
read area must be 4 1/2" from right edge and 5/8"
from bottom edge). Seams should be properly
glued to prevent the back panel from peeling down
as the envelope is being opened by the inserter.
Window must be welded. See attachment B.

Envelope should have return address printed as:

CITY UTILITIES
P O BOX 2269
FORT WAYNE IN 46801-2269

Quantity = 1,000,000

\$ 18860.00---

- II. Return envelope, Sub 24 white wove, #6 3/4 (3 5/8" X 6 1/2") printed black on face of envelope completely within OCR read area. Print quality must be Optical Character Reader - readable and guidelines of United States Postal Services Publication 25 must be followed. Postal Regulations Publication 25 (page 18) attached. 10 OR 12 POINT TYPE FONT REQUIRED. CHARACTERS MUST NOT BE TOUCHING. News Gothic type style suggested.

Address printed within address area:

CITY UTILITIES
P O BOX 2269
FORT WAYNE IN 46801-2269

with code and fin mark. See attachment C.

Quantity = 1,000,000

\$ 14870.00-----

The above quantities will be shipped and billed to the City in quarterly amounts. However, the total quantity listed above shall be ordered by the City, and delivered within one (1) year from the date of the first shipment.

Freight shall be included in the prices listed above. Inside delivery to basement warehouse must also be included in freight.

The successful Vendor certifies that the envelopes being bid will work with the inserting and mailing equipment presently being used in the Office Services Department of the City. Specifications C and D are mandatory! Current equipment used by the City Mail Room is a Friden Alcatel System 500 Folder Insertor.

Any questions concerning the type of equipment used shall be directed to Dee Densel, Director of Administrative Services, (219) 427-1298.

The successful vendor must be able to furnish a supply of such envelopes for testing purposes on our equipment should such a request be made.


(Defined at I.C. 36-1-2-9.5)
(Please type or print)

case may be.

James B. Bllder
Signature of Bllder or Agent

Class or Item	Quantity	Unit	Description	Unit Price	Amount

NON-COLLUSION AFFIDAVIT

Blidder (Firm)

 Signature of Blidder or Agent

Judy Campanan
Notary Public

JUDY CAMPERMAN
Notary Public Printed Name

There now being sufficient unobligated appropriated funds available, the contracting authority of _____ (Governmental Unit) hereby accepts the terms of the attached bid for _____ or items numbered _____ and promises to pay the undersigned bidder upon delivery the price for the materials stipulated in said bid.

Date: _____

Contracting Authority Members:

CERTIFICATION OF BIDDER/VENDOR

The undersigned, on behalf of Anthony Wayne Services
_____, does hereby make the following representations
to the City of Fort Wayne, Indiana.

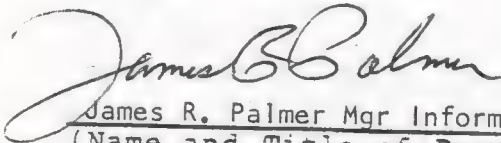
WHEREAS, it is acknowledged that the Common Council
of the City of Fort Wayne, Indiana, has passed an ordinance con-
demning the apartheid policies of the country of South Africa;

WHEREAS, Council's ordinance requires that all persons,
firms or corporations submitting bids to the City, for goods and
services, certify, as part of the bid, that such entity does not
support the policies of apartheid in South Africa.

The undersigned states, on behalf of Anthony Wayne Services
_____, that Anthony Wayne Services
does not support or endorse the policy of apartheid in South Africa.

IN WITNESS WHEREOF, this Certification has been signed
this 11th day of October, 19 88.

Anthony Wayne Services
(Name of Bidder/Vendor)


James R. Palmer Mgr Information Services
(Name and Title of Person Signing)

MBE/WBE COMMITMENT FORM

THE FOLLOWING IS THE UNDERSIGNED'S COMMITMENT TO THE MBE/WBE GOALS OF THE CITY FOR WORK DONE PURSUANT TO THIS CONTRACT:

A. _____ The undersigned firm certifies that it is an ~~MBE/WBE~~ Contractor (cross out inapplicable provision).

For MBE specify percentage of minority ownership 0 %

For WBE specify percentage of women ownership 0 %.

B. _____ The undersigned certifies that they are a joint venture in which the following (~~MBE/WBE~~) firm _____ (cross out inapplicable provision) is a joint venture partner.

The MBE/WBE firm (cross out inapplicable provision), shall have 0 % participation (employees) 0 % participation (costs) in this project.

Specify the percentage of minority/women ownership in the MBE/WBE firm 0 %. (Cross out inapplicable provision.)

C. _____ The undersigned commits 0 % of the total bid price a subcontract to minority business enterprise participation. The MBE firms, which are proposed as subcontractors, are the following:

NAME OF FIRM	ADDRESS	TYPE OF WORK
--------------	---------	--------------

1. _____

2. _____

3. _____

D. _____ The undersigned commits 0 % of the total bid price a subcontract to women business enterprise participation. The WBE firms, which are proposed as subcontractors are the following:

NAME OF FIRM	ADDRESS	TYPE OF WORK
--------------	---------	--------------

1. _____

2. _____

3. _____

OVER

AFFIRMATIVE ACTION/CONTRACT COMPLIANCE

E. David DeVoe, Assoc. Dir.
(Information Given By)

2826 S. Calhoun St.

(see staff/breakdown sheet attached)

(Person Filln Out This Form And Date)

EEOC CATEGORY	EMPLOYEES BY RACE/ETHNICITY/SEX										HANDICAPPED EMPLOYEES						TOTAL EMPLOYEES	
	W					H					BLK		Other		(Designate)			
	M	F	M	F	M	F	M	F	M	F	M	F						
1.OFFICAL & ADMINISTRATORS																		
2. PROFESSIONALS																		
3. TECHNICIANS																		
4.OPERATIVES																		
5. LABORER																		
6. OFFICE AND CLERICAL																		
7. SKILLED CRAFT WORKERS																		
8. SERVICE-MAINTENANCE WORKERS																		
9. SALES WORKERS																		
TOTALS																		
PERCENTAGES																		

STATEMENTS OF COMPLIANCE

The Anthony Wayne Rehabilitation Center is a not-for-profit corporation legally incorporated in the State of Indiana and held to be exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954, with the original letter of compliance dated February 9, 1961.

It is the policy and the intent of this facility to fully comply with the Civil Rights Act of 1964 and other applicable laws, rules, and regulations dealing with civil rights of individuals.

It is the policy and intent of this facility to comply with the Equal Pay provisions of the Fair Labor Standards Act, which prohibit an employer from discriminating on the basis of sex.

It is the policy and intent of this facility to comply with the Age Discrimination and Employment Act which prohibits an employer from discriminating on the basis of age.

CERTIFICATION OF NON-SEGREGATED FACILITIES

Each Bidder is required to file a fully executed Certificate of Non-Segregated Facilities once a year.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The Bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid. As used in this certification, the term "segregated facilities" means any waiting room, work area, restrooms and washrooms, restaurant or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where the Bidder has obtained identical certification from proposed subcontractors for specific time periods) he will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause and that he will retain such certifications in his files.

NOTE: THE PENALTY FOR MAKING FALSE STATEMENTS IN OFFERS IS PRESCRIBED IN 18 U.S.C. 1001.

Date: October 11, 1988

Anthony Wayne Services

Name of Bidder

By: William Swiss, Ph.D.

Title: Executive Director

Official Address: (including zip code)

2826 South Calhoun Street

Fort Wayne, IN 46807

INVITATION TO BID
DEPARTMENT OF PURCHASING
CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA
ONE MAIN STREET-ROOM 350
PHONE 219-427-1101

BID OPENING DATE OCTOBER 13, 1988 @ 11:00 AM BID REFERENCE # 853

BIDS SHOULD BE DELIVERED TO DEPARTMENT OF PURCHASING, ROOM 350,
CITY-COUNTY BUILDING UP TO 11:00 AM, ON OR BEFORE
OPENING DATE.

SEALED BIDS WILL BE OPENED PUBLICLY AT 11:01 AM IN THE
BOARD OF WORKS AND SAFETY CONFERENCE ROOM ON THE THIRD FLOOR OF
THE CITY-COUNTY BUILDING. "NO LATE BIDS WILL BE ACCEPTED AFTER
11:00 AM FOR ANY REASON WHATSOEVER."

THIS INVITATION FOR BID IS FOR THE CITY OF FORT WAYNE WATER UTILITY
BILLING ENVELOPE ANNUAL REQUIREMENT
AND REQUESTED BY OFFICE SERVICES DEPARTMENT

PLEASE RETURN THIS FORM AND/OR ANY OF THE OTHER FORMS AS REQUEST-
ED AND HI-LIGHTED ON THE SHEET OF CONTENTS WITH YOUR SEALED BID.

THIS BID REQUIRES A X 5% BID BOND OF ALL BIDDERS.
THIS BID REQUIRES A X 100% PERFORMANCE BOND OF SUCCESSFUL
BIDDER(S).

PROMPT PAYMENT DISCOUNTS WILL BE ALLOWED AS FOLLOWS: %
IF PAID WITHIN NET 30 DAYS.

THE CITY OF FORT WAYNE IS EXEMPT FROM FEDERAL EXCISE AND INDIANA
STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFI-
CATE NUMBER IS 356-001-255 0013, PRICES SHOULD NOT INCLUDE THESE
TAXES.

THE EXECUTION HEREOF BY THE BIDDER IS ACCEPTANCE OF ALL TERMS
AND CONDITIONS HEREIN AND IN THAT REGARD THE BIDDER AGREES TO BE
BOUND BY SAME AND BE BOUND TO THE AMOUNT OF HIS/HER BID FOR A
PERIOD OF NINETY (90) DAYS.

FIRM NAME DOUBLE ENVELOPE CORPORATION
STREET ADDRESS 7603 NATIONAL TURNPIKE
CITY LOUISVILLE
BY George W. Long PHONE (502) 361-267
REPRESENTATIVE SIGNATURE

SCHEDULE

The contractor agrees to furnish at his/her/its own cost all labor, insurance, materials, equipment, and power for the complete performance of the projects.

All work will be performed in accordance with: the IFB, this contract and the applicable plans, specifications, and drawings for a TOTAL PRICE \$ 21,000.00. (if unit prices are applicable, the contractor agrees to perform for those unit prices as set forth in the Schedule of Unit Prices attached hereto.) The supplies shall be delivered as follows:

F.O.B. DESTINATION - DELIVERED TO LOADING DOCK - NO INSIDE DELIVERY

☐ Liquidated Damages Provision This clause will be applicable to this contract if the box contains a checkmark or an "X", or if required in specifications.

LIQUIDATED DAMAGES IN TIME OF PERFORMANCE

Actual damages for delays in completion are impossible to determine. Accordingly and as part of the consideration to enter into this transaction, the contractor agrees to be liable for also to pay to the City of Fort Wayne the sum of \$ _____ a day as liquidated damages for each calendar day of delay past the stipulated date of completion as shown on the Request for Quotation, Contract or Purchase Order; Whichever may apply. This payment shall not limit the City's right to collect other damages.

Any claim for an extension of the date of completion shall be based on a written notice/request delivered to the owner within 5 days of the occurrence of the event giving rise/to the claim.

Time of completion may only be altered by written approval from the owner.

It is hereby agreed by and between the City of Fort Wayne and contractor that time is of essence of this agreement and the contractor agrees that it will complete the project as herein that it is a business and governmental necessity that the project be completed by this date. The parties agree that in the event the project is not completed by this date that it will be difficult or impossible to make an accurate

BID QUANTITIES AND SPECIFICATIONS

- I. Carrier Window Envelope, Sub. 24 white wove,
#7 3/4 size Open Side.

A. ENVELOPE WIDTH: 7 1/2 INCHES

B. ENVELOPE HEIGHT: 3 7/8 INCHES

C. ENVELOPE FLAP HEIGHT: MAXIMUM 2 5/8 INCHES
MINIMUM 2 1/8 INCHES

D. ENVELOPE THROAT:
Minimum throat depth (Measured 1 9/16 inches out
from center of envelope) is 1/2" minimum 3/4"
maximum. See attachment A.

E. WINDOW SPECIFICATIONS: poly clear window placed 1"
left and a minimum of 1" right of envelope edge and
5/8" up from bottom of envelope. Top of rectangle
not to exceed 2 1/4" from bottom edge. (Bar code
read area must be 4 1/2" from right edge and 5/8"
from bottom edge). Seams should be properly
glued to prevent the back panel from peeling down
as the envelope is being opened by the inserter.
Window must be welded. See attachment B.

Envelope should have return address printed as:

CITY UTILITIES
P O BOX 2269
FORT WAYNE IN 46801-2269

Quantity = 1,000,000

\$ 12.45/M = \$12,450.00 TOTAL

- II. Return envelope, Sub 24 white wove, #6 3/4 (3 5/8" X 6 1/2") printed black on face of envelope completely within OCR read area. Print quality must be Optical Character Reader - readable and guidelines of United States Postal Services Publication 25 must be followed. Postal Regulations Publication 25 (page 18) attached. 10 OR 12 POINT TYPE FONT REQUIRED. CHARACTERS MUST NOT BE TOUCHING. News Gothic type style suggested.

Address printed within address area:

CITY UTILITIES
P O BOX 2269
FORT WAYNE IN 46801-2269

with code and fin mark. See attachment C.

Quantity = 1,000,000

\$ 8.55/M = \$8,550.00 TOTAL

The above quantities will be shipped and billed to the City in quarterly amounts. However, the total quantity listed above shall be ordered by the City, and delivered within one (1) year from the date of the first shipment.

Freight shall be included in the prices listed above. Inside delivery to basement warehouse must also be included in freight.

The successful Vendor certifies that the envelopes being bid will work with the inserting and mailing equipment presently being used in the Office Services Department of the City. Specifications C and D are mandatory! Current equipment used by the City Mail Room is a Friden Alcatel System 500 Folder Insertier.

Any questions concerning the type of equipment used shall be directed to Dee Densel, Director of Administrative Services, (219) 427-1298.

The successful vendor must be able to furnish a supply of such envelopes for testing purposes on our equipment should such a request be made.

BID, OFFER OR PROPOSAL FOR SALE OR LEASE OF MATERIALS

(Defined at I.C. 36-1-2-9.5)
(Please type or print)

Date: 10/6/88

1. Governmental Unit: CITY OF FT. WAYNE

2. County:

3. Bidder (Firm): DOUBLE ENVELOPE CORPORATION

Address: 7603 NATIONAL TURNPIKE

City/State: LOUISVILLE, KENTUCKY 40214

4. Telephone Number: (502) 361-2675

5. Agent of Bidder (If applicable):

Pursuant to notices given, the undersigned offers bid(s) to CITY OF FT. WAYNE (Governmental Unit) in accordance with the following attachment(s) which specify the class or item number or description, quantity, unit, unit price and total amount.

The contract will be awarded by classes or items, in accordance with specifications. Any changes or alterations in the items specified will render such bid void as to that class or item. Bidder promises that he has not offered nor received a less price than the price stated in his bid for the materials included in his bid. Bidder further agrees that he will not withdraw his bid from the office in which it is filed. A certified check or bond shall be filed with each bid if required, and liability for breach shall be enforceable upon the contract, the bond or certified check or both as the case may be.

George W. Long
Signature of Bidder or Agent

BID OFFER OR PROPOSAL

Attach separate sheet listing each item bid based on specifications published by governing body. Following is an example of the bid format:

Class or Item	Quantity	Unit	Description	Unit Price	Amount

NON-COLLUSION AFFIDAVIT

KENTUCKY
STATE OF ~~KENTUCKY~~
SS:
PERSON COUNTY)

The undersigned bidder or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

DOUBLE ENVELOPE CORPORATION
Bidder (Firm)
George W. Long
Signature of Bidder or Agent

Subscribed and sworn to before me this 6TH day of OCTOBER, 19 88.

Commission Expires: 8/20/89

County of Residence: JEFFERSON

Teresa L. Rausch
Notary Public

Teresa L. Rausch
Notary Public Printed Name

ACCEPTANCE

There now being sufficient unobligated appropriated funds available, the contracting authority of _____ (Governmental Unit) hereby accepts the terms of the attached bid for _____ classes or items numbered _____ and promises to pay the undersigned bidder upon delivery the price noted for the materials stipulated in said bid.

Contracting Authority Members:

Date: _____

CERTIFICATION OF BIDDER/VENDOR

The undersigned, on behalf of DOUBLE ENVELOPE CORPORATION
_____, does hereby make the following representations
to the City of Fort Wayne, Indiana.

WHEREAS, it is acknowledged that the Common Council
of the City of Fort Wayne, Indiana, has passed an ordinance con-
demning the apartheid policies of the country of South Africa;

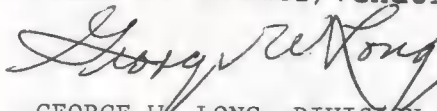
WHEREAS, Council's ordinance requires that all persons,
firms or corporations submitting bids to the City, for goods and
services, certify, as part of the bid, that such entity does not
support the policies of apartheid in South Africa.

The undersigned states, on behalf of DOUBLE ENVELOPE
CORPORATION, that DOUBLE ENVELOPE CORPORATION
does not support or endorse the policy of apartheid in South Africa.

IN WITNESS WHEREOF, this Certification has been signed
this 6TH day of OCTOBER, 1988.

DOUBLE ENVELOPE CORPORATION

(Name of Bidder/Vendor)



GEORGE W. LONG, DIVISION SALES MANAGER

(Name and Title of Person Signing)

MBE/WBE COMMITMENT FORM

THE FOLLOWING IS THE UNDERSIGNED'S COMMITMENT TO THE MBE/WBE GOALS OF THE CITY FOR WORK DONE PURSUANT TO THIS CONTRACT:

- A. _____ The undersigned firm certifies that it is an ~~MBE/WBE~~ Contractor (cross out inapplicable provision).

For MBE specify percentage of minority ownership _____%

For WBE specify percentage of women ownership _____%.

- B. _____ The undersigned certifies that they are a joint venture in which the following (~~MBE/WBE~~) firm _____ (cross out inapplicable provision) is a joint venture partner.

The ~~MBE/WBE~~ firm (cross out inapplicable provision), shall have _____% participation (employees) _____% participation (costs) in this project.

Specify the percentage of minority/women ownership in the ~~MBE/WBE~~ firm ____%. (Cross out inapplicable provision.)

- C. The undersigned commits _____% of the total bid price a subcontract to minority business enterprise participation. The MBE firms, which are proposed as subcontractors, are the following:

NAME OF FIRM	ADDRESS	TYPE OF WORK
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

- D. The undersigned commits _____% of the total bid price a subcontract to women business enterprise participation. The WBE firms, which are proposed as subcontractors are the following:

NAME OF FIRM	ADDRESS	TYPE OF WORK
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

CITY OF FORT WAYNE AFFIRMATIVE ACTION PROGRAM

Name of Company DOUBLE ENVELOPE CORPORATION
 Address 7603 NATIONAL TURNPIKE City LOUISVILLE, KENTUCKY
 Zip 40214 Phone (502) 361-2675

Identify by title and name the highest official within the facility who has the overall responsibility for the implementation of the Equal Employment Opportunity and Affirmative Action Program.

George W. Long Sales Manager
 PLEASE PRINT Title
 Date 10/6/88 Signature George W. Long

1. Does your firm have a written Affirmative Action Program? ☒ Yes ☐ No
 A. If so, and it contains answers to the questions asked in this program, attach a copy and sign the Written Statement of Company Policy.
 B. If not, do you accept the following program in meeting the requirements of the City of Fort Wayne? ☐ Yes ☐ No

PLEASE KEEP IN MIND THAT FAILURE TO COMPLETE ALL SECTIONS OF THIS DOCUMENT WILL RESULT IN YOUR PROGRAM BEING REJECTED.

2. Will your firm make every effort to increase employment of minorities at all levels of its workforce with particular emphasis to categories where few, if any, minority people are employed? ☐ Yes ☐ No
 3. Current number of employees _____
 Number of employees as of October 1987 _____ January 1988 _____ April 1988 _____
 and July 1988 _____

4. Workforce Analysis:

JOB CLASSIFICATION	WAGE RATE OR SALARY RANGE	TOTAL
IF WE ARE AWARDED BID		
WE WILL FURNISH FROM OUR		
CORPORATE HEADQUARTERS		
UPON REQUEST		

EMPLOYEES BY RACE/ETHNICITY/SEX									
W		BLK		H		OTHER		(DESIGNATE)	
M	F	M	F	M	F	M	F		

Handicapped: ☐ Yes ☐ No

List Number _____

B - Black (not of Hispanic Origin) H - Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin) AI, AN - American Indian or Alaskan

STATISTICAL INFORMATION FOR AFFIRMATIVE ACTION/CONTRACT COMPLIANCE

Name of Contractor or Supplier

(Information Given By)

Address And Telephone Number

(Person Fillin Out This Form And Date)

OC CATEGORY	EMPLOYEES BY RACE/ETHNICITY/SEX						HANDICAPPED EMPLOYEES						TOTAL EMPLOYEES
	W	M	BLK	II	Other	(Designate)	W	M	BLK	II	Other	(Designate)	
OFFICIAL & ADMINISTRATORS													
PROFESSIONALS													
TECHNICIANS													
OPERATIVES													
LABORER													
OFFICE AND CLERICAL													
SKILLED CRAFT WORKERS													
SERVICE-MAINTENANCE WORKERS													
SALES WORKERS													
TOTALS													
PERCENTAGES													

CERTIFICATION OF NON-SEGREGATED FACILITIES

Each Bidder is required to file a fully executed Certificate of Non-Segregated Facilities once a year.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The Bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid. As used in this certification, the term "segregated facilities" means any waiting room, work area, restrooms and washrooms, restaurant or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where the Bidder has obtained identical certification from proposed subcontractors for specific time periods) he will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause and that he will retain such certifications in his files.

NOTE: THE PENALTY FOR MAKING FALSE STATEMENTS IN OFFERS IS PRESCRIBED IN 18 U.S.C. 1001.

Date: OCTOBER 6, 19 88

DOUBLE ENVELOPE CORPORATION

Name of Bidder

By: *George W. Long*

Title: DIVISION SALES MANAGER

Official Address: (including zip code)

7603 NATIONAL TURNPIKE, BLDG. #5

LOUISVILLE, KENTUCKY 40214

Read the first time in full and on motion by Schmidt, seconded by Delaura, and duly adopted, read the second time by title and referred to the Committee on Finance (and the City Plan Commission for recommendation) and Public Hearing) to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____ day of _____, 19____, at _____ o'clock _____ M., E.S.T.

DATED: 10-25-88

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Schmidt, seconded by Stier, and duly adopted, placed on its passage. PASSED ~~LOST~~ by the following vote:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINED</u>	<u>ABSENT</u>
<u>TOTAL VOTES</u>	<u>9</u>	_____	_____	_____
<u>BRADBURY</u>	<u>✓</u>	_____	_____	_____
<u>BURNS</u>	<u>✓</u>	_____	_____	_____
<u>GIAQUINTA</u>	<u>✓</u>	_____	_____	_____
<u>HENRY</u>	<u>✓</u>	_____	_____	_____
<u>LONG</u>	<u>✓</u>	_____	_____	_____
<u>REDD</u>	<u>✓</u>	_____	_____	_____
<u>SCHMIDT</u>	<u>✓</u>	_____	_____	_____
<u>STIER</u>	<u>✓</u>	_____	_____	_____
<u>TALARICO</u>	<u>✓</u>	_____	_____	_____

DATED: 11-22-88

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL)

(SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. A-169-88

on the 22nd day of November, 1988,

Sandra E. Kennedy ATTEST
SANDRA E. KENNEDY, CITY CLERK

SEAL
Thomas P. Henry
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 23rd day of November, 1988, at the hour of 10:00 o'clock A.M., E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 29th day of November, 1988, at the hour of 9:30 o'clock A.M., E.S.T.

Paul Helmke
PAUL HELMKE, MAYOR

DIGEST SHEET

S-88-10-20

TITLE OF ORDINANCE: Special

DEPARTMENT REQUESTING ORDINANCE: Purchasing

SYNOPSIS OF ORDINANCE: An ordinance approving the award of Reference No. 853 with respect to the purchase of envelopes for Office Services. The cost reflects the lowest and most responsible of three (3) vendors.

EFFECT OF PASSAGE: 1000/M carrier envelopes and 1000/M return envelopes - preprinted, bar coded and finned per postal regulations. Envelopes are for inserting City Utilities water bills for mailing to customers. Return envelopes are provided for customers usage in returning payments.

EFFECT OF NON-PASSAGE: City Utilities revenues.

MONIES INVOLVED: Westvaco \$18450.00

SOURCE OF FUNDING: Office Services
Fund Line: 701-950-A154-4212

BILL NO. S-88-10-20

REPORT OF THE COMMITTEE ON FINANCE

WE, YOUR COMMITTEE ON FINANCE TO WHOM WAS

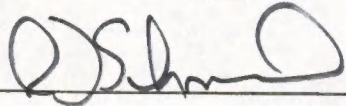
REFERRED AN (ORDINANCE) (~~RESOLUTION~~) XXXXXXXXXX approving the
awarding of Reference #853 by the City of Fort Wayne,

Indiana, by and through its Department of Purchasing
and Westvaco for Office Services

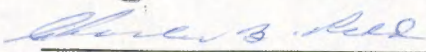
HAVE HAD SAID (ORDINANCE) (~~RESOLUTION~~) UNDER CONSIDERATION
AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID
(ORDINANCE) (~~RESOLUTION~~)

YES

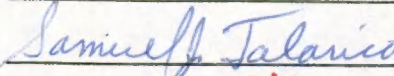
NO



DONALD J. SCHMIDT
CHAIRMAN



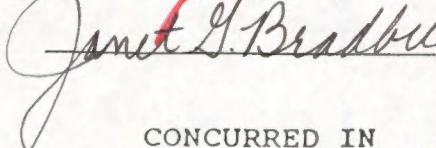
CHARLES B. REDD
VICE CHAIRMAN



SAMUEL J. TALARICO




JAMES S. STIER



JANET G. BRADBURY

CONCURRED IN 11-22-88


Sandra E. Kennedy
City Clerk